

HOW TO CREATE MULTIPLE ROWS OF DATA

CREATING MULTIPLE HEADER ROWS:

1. First, highlight the header row. Go to INSERT → Row.

BusinessObjects - PositionControlRegister2.rep - [instructor01]

File Edit View Insert Format Tools Data Analysis Window Help

Cell... Special Field Row... Column... Chart Components

Break Filter... Sorts

Variables

- AF AFSC
- Appointment
- Basic Sala
- Birth Date
- CCPO ID
- Competitiv
- CPCN
- FAC (Func
- Functional-class
- MAJCOM
- Manpower PCN
- Name Employee
- Office Symbol
- Organization Structure ID
- PAS Code
- PAS MASTER
- PATCOB
- Pay Basis
- Pay Rate Determinant
- PEC (Program Element Co
- Position Mgt Review
- Position Occupied
- Position Sensitivity
- Position Title
- PP-SRS-GR (Current)
- PP-SRS-GR-ST
- SCD Civ Rit
- SCD Leave

Civilian Personnel/Position Control Register

ORGANIZATION: 410MFLNC

ORG	FAC	PEC	SSAN	NAME	PP-SRS-GR-ST	SALARY	PB	PRD	FCT	APP-TYPE
	131A00	51421P	495284593	CEHRYJOHN, JR R	GS-0346-09-10	44,783.00	PA	0	00	1A
	131A00	51421P	309584926	DOVIYROBERT J	GS-0346-11-10	54,185.00	PA	0	00	1A
	131A00	51421R	318463454	XAVWONMEYER STEPHEN J	GS-2181-13-02	79,806.00	PA	6	00	1A
	135A21	51421R	327844836	XOVLO TAMLA S	GS-0303-07-03	30,042.00	PA	0	00	1A

ORGANIZATION: 410MFLND

ORG	FAC	PEC	SSAN	NAME	PP-SRS-GR-ST	SALARY	PB	PRD	FCT	APP-TYPE
DOL	31C100	51421R	326582814	CUCLATT DOUGLAS J	WG-4818-08-05	21.15	PH	0	00	1A
DOL	31C100	51421R	422505578	REVHOR WILLIAM L	WG-4818-08-05	21.15	PH	0	00	1A
DOL	31C100	51421R	488762042	ZEHIMAND PATRICK	WG-4818-08-03	20.39	PH	0	00	1A

ORGANIZATION: 410MFV1F

ORG	FAC	PEC	SSAN	NAME	PP-SRS-GR-ST	SALARY	PB	PRD	FCT	APP-TYPE
CCQ	23A000	51421R			GS-1601-12-		PA		00	

ORGANIZATION: 412IFHMY

Control Register

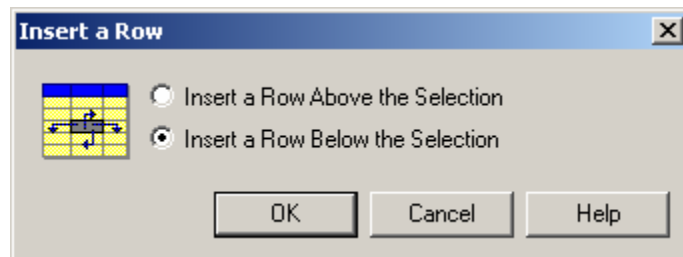
Inserts one or more rows

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2. Select INSERT A ROW BELOW THE SELECTION. Click on OK.



3. A header row will be inserted.

BusinessObjects - PositionControlRegister2.rep - [Instructor01]

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Arial

Variables

- AF AFSC
- Appointment Type
- Basic Salary Rate
- Birth Date
- CCPO ID
- Competitive Level
- CPCN
- FAC (Functional Account (
- Functional Class
- MAJ/COM
- Manpower PCN
- Name Employee
- Office Symbol
- Organization Structure ID
- PAS Code
- PAS MASTER
- PATCOB
- Pay Basis
- Pay Rate Determinant
- PEC (Program Element Co
- Position Mgt Review
- Position Occupied
- Position Sensitivity
- Position Title
- PP-SRS-GR (Current)
- PP-SRS-GR-ST
- SCD Civ Rir
- SCD Leave

Civilian Personnel/Position Control Register

ORGANIZATION: 410MFLNC

ORG	FAC	PEC	SSAN	NAME	PP-SRS-GR-ST	SALARY	PB	PRD	ECT	APP-TYPE
XP	131A00	51421P	435284593	CEHRYJOHN, JR R	GS-0346-09-10	44,783.00	PA	0	00	1A
XP	131A00	51421P	309584926	DOVIYROBERT J	GS-0346-11-10	54,185.00	PA	0	00	1A
XP	131A00	51421R	318463454	XAVWONMEYER STEPHEN J	GS-2181-13-02	79,806.00	PA	6	00	1A
DOC	135A21	51421R	327844836	XOVLO TAMLA S	GS-0303-07-03	30,042.00	PA	0	00	1A
					-0002--					

ORGANIZATION: 410MFLND

ORG	FAC	PEC	SSAN	NAME	PP-SRS-GR-ST	SALARY	PB	PRD	ECT	APP-TYPE
DOL	31C100	51421R	326582814	CUCLATT DOUGLAS J	WG-4818-08-05	21.15	PH	0	00	1A
DOL	31C100	51421R	422505578	REYHOR WILLIAM L	WG-4818-08-05	21.15	PH	0	00	1A
DOL	31C100	51421R	488762042	ZEHIMAND PATRICK	WG-4818-08-03	20.39	PH	0	00	1A
					-0002--					

ORGANIZATION: 410MFV1F

ORG	FAC	PEC	SSAN	NAME	PP-SRS-GR-ST	SALARY	PB	PRD	ECT	APP-TYPE
CCQ	23A000	51421R			GS-1601-12-		PA		00	

Control Register

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- You can drag the header into the row you just inserted by highlighting a cell and dragging it into a blank cell (for example, you can drag POSITION TITLE into a blank cell in the next row) as shown below.

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Variables

- AF AFSC
- Appointment Type
- Basic Salary Rate
- Birth Date
- CCPO ID
- Competitive Level
- CPCN
- FAC (Functional Account (
- Functional Class
- MAJ/COM
- Manpower PCN
- Name Employee
- Office Symbol
- Organization Structure ID
- PAS Code
- PAS MASTER
- PATCOB
- Pay Basis
- Pay Rate Determinant
- PEC (Program Element Co
- Position Mgt Review
- Position Occupied
- Position Sensitivity
- Position Title
- PP-SRS-GR (Current)
- PP-SRS-GR-ST
- SCD Civ Rir
- SCD Leave

Civilian Personnel/Position Control Register

ORGANIZATION: 410MFLNC

ORG	FAC	PEC	SSAN	NAME	SALARY	PB	PRD	FCT
Position Title								
XP	131A00	51421P	495284593	CEHRYJOHN, JR R	LOGISTICS MANAGEMENT SPECIALIST	44,783.00	PA	0 00
XP	131A00	51421P	309584926	DOVI			0 00	
XP	131A00	51421R	318463454	XAVV			6 00	
DOC	135A21	51421R	327844836	XOVL			0 00	

Move the Position Title header from the first row to the second

ORGANIZATION: 410MFLND

ORG	FAC	PEC	SSAN	NAME	SALARY	PB	PRD	FCT
Position Title								
DOL	31C100	51421R	326582814	CUCLATT DOUGLAS J	SURVIVAL AND FLIGHT EQUIPMENT F	21.15	PH	0 00
DOL	31C100	51421R	422505578	REHOR WILLIAM L	SURVIVAL AND FLIGHT EQUIPMENT F	21.15	PH	0 00
DOL	31C100	51421R	488762042	ZEIMAND PATRICK	SURVIVAL AND FLIGHT EQUIPMENT F	20.39	PH	0 00

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ORGANIZATION: 410MFV1F

ORG	FAC	PEC	SSAN	NAME	SALARY	PB	PRD	FCT
Position Title								
CCQ	23A000	51421R			AIRCRAFT MAINTENANCE MANAGER		PA	00

Control Register

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OR

You can click in a blank cell and type in the header name. You can then go back and delete the cells that you no longer need.

CREATING MULTIPLE DATA ROWS:

Civilian Personnel/Position Control Register

ORGANIZATION: 410MFLNC

ORG	FAC	PEC	SSAH	NAME	Position Title	Si
XP	131A00	51421P	485284593	CEHRYJOHN, JR R	LOGISTICS MANAGEMENT SPECIALIST	4/
XP	131A00	51421P	003584926	DOVIYROBERT J	LOGISTICS MANAGEMENT SPECIALIST	54
XP	131A00	51421R	318463454	XAVWONMEYER STEPHEN J	AIRCRAFT OPERATIONS OFFICER	75
DOC	135A21	51421R	333844826	XOVLQ TANLA S	MAINTENANCE COORDINATOR (AIRCRAFT)	30

ORGANIZATION: 410MFLND

ORG	FAC	PEC	SSAH	NAME	Position Title	Si
DOL	31C100	51421R				NT REP/
DOL	31C100	51421R				NT REP/
DOL	31C100	51421R	488762042	ZEHIMAND PATRICK	AFT SURVIVAL AND FLIGHT EQUIPMENT REP/	

ORGANIZATION: 410MFV1F

ORG	FAC	PEC	SSAH	NAME	Position Title	Si
CCQ	23A000	51421R			AIRCRAFT MAINTENANCE MANAGER	

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- Now that you have POSITION TITLE under ORG in the header row, highlight the first row of data. All of the data rows will be highlighted as shown below.

BusinessObjects - PositionControlRegister2.rep - [Instructor01]

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Variables

- AF AFSC
- Appointment Type
- Basic Salary Rate
- Birth Date
- CCPO ID
- Competitive Level
- CPCN
- FAC (Functional Account)
- Functional Class
- MAJ/COM
- Manpower PCN
- Name Employee
- Office Symbol
- Organization Structure ID
- PAS Code
- PAS MASTER
- PATCOB
- Pay Basis
- Pay Rate Determinant
- PEC (Program Element Co
- Position Mgt Review
- Position Occupied
- Position Sensitivity
- Position Title
- PP-SRS-GR (Current)
- PP-SRS-GR-ST
- SCD Civ Rfr
- SCD Leave

Civilian Personnel/Position Control Register

ORGANIZATION: 410MFLNC

ORG	FAC	PEC	SSAH	NAME		St
POSITION TITLE						
XP	131A00	51421P	485284593	CEHRYJOHN, JR R	LOGISTICS MANAGEMENT SPECIALIST	4
XP	131A00	51421P	309584326	DOVIYROBERT J	LOGISTICS MANAGEMENT SPECIALIST	5
XP	131A00	51421R	318463454	XAVWONMEYER STEPHEN J	AIRCRAFT OPERATIONS OFFICER	7
DOC	135A21	51421R	327844836	XOVLO TAMLA S	MAINTENANCE COORDINATOR (AIRCRAFT)	8
					410MFLNC Sudo	

ORGANIZATION: 410MFLND

ORG	FAC	PEC	SSAH	NAME		St
POSITION TITLE						
DOL	31C100	51421R	326582814	CUCLATT DOUGLAS J	AFT SURVIVAL AND FLIGHT EQUIPMENT REP	
DOL	31C100	51421R	422505578	REVNOR WILLIAM L	AFT SURVIVAL AND FLIGHT EQUIPMENT REP	
DOL	31C100	51421R	488762042	ZEHIMAND PATRICK	AFT SURVIVAL AND FLIGHT EQUIPMENT REP	
					410MFLND Sudo	

ORGANIZATION: 410MFV1F

ORG	FAC	PEC	SSAH	NAME		St
POSITION TITLE						
CCQ	23A000	51421R			AIRCRAFT MAINTENANCE MANAGER	
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6. Once again, choose INSERT → Row → Insert Row Below the Selection. You will get the following screen with blank rows between each row of data.

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Variables

- AF AFSC
- Appointment Type
- Basic Salary Rate
- Birth Date
- CCPO ID
- Competitive Level
- CPCN
- FAC (Functional Account)
- Functional Class
- MAJ/COM
- Manpower PCN
- Name Employee
- Office Symbol
- Organization Structure ID
- PAS Code
- PAS MASTER
- PATCOB
- Pay Basis
- Pay Rate Determinant
- PEC (Program Element Co
- Position Mgt Review
- Position Occupied
- Position Sensitivity
- Position Title
- PP-SRS-GR (Current)
- PP-SRS-GR-ST
- SCD Civ Rir
- SCD Leave

Civilian Personnel/Position Control Register

ORGANIZATION: 410MFLNC

ORG	FAC	PEC	SSAN	NAME		Si
POSITION TITLE						
XP	131A00	51421P	485284593	CEHRYJOHN, JR R	LOGISTICS MANAGEMENT SPECIALIST	4
XP	131A00	51421P	309584926	DOVIYROBERT J	LOGISTICS MANAGEMENT SPECIALIST	5
XP	131A00	51421R	318483454	XAWWONMEYER STEPHEN J	AIRCRAFT OPERATIONS OFFICER	7
DOC	135A21	51421R	327844836	XOVLO TAMLA S	MAINTENANCE COORDINATOR (AIRCRAFT)	8
						410MFLNC Sudo

ORGANIZATION: 410MFLND

ORG	FAC	PEC	SSAN	NAME		Si
POSITION TITLE						
DOL	31C100	51421R	326582814	CUCLATT DOUGLAS J	AFT SURVIVAL AND FLIGHT EQUIPMENT REP	
DOL	31C100	51421R	422505578	BEVHOR WILLIAM L	AFT SURVIVAL AND FLIGHT EQUIPMENT REP	
DOL	31C100	51421R	488762042	ZEHIMAND PATRICK	AFT SURVIVAL AND FLIGHT EQUIPMENT REP	

Control Register

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- Now, you can either drag the **POSITION TITLE** object from the cell in the report or drag the **Position Title** object from the data map on the left side of the screen into the report. You can delete the **Position Title** column that already exists in the report off of the screen along with any other columns that do not fit on the page.

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Variables

- AF AFSC
- Appointment Type
- Basic Salary Rate
- Birth Date
- CCPO ID
- Competitive Level
- CPCN
- FAC (Functional Account)
- Functional Class
- MAJ/COM
- Manpower PCN
- Name Employee
- Office Symbol
- Organization Structure ID
- PAS Code
- PAS MASTER
- PATCOB
- Pay Basis
- Pay Rate Determinant
- PEC (Program Element Code)
- Position Mgt Review
- Position Occupied
- Position Sensitivity
- Position Title
- PP-SRS-GR (Current)
- PP-SRS-GR-ST
- SCD Civ Rfr
- SCD Leave

Civilian Personnel/Position Control Register

ORGANIZATION: 410MFLNC

ORG	FAC	PEC	SSAN	NAME	Si
POSITION TITLE					
XP	131A00	51421P	495294593	CEHRYJOHN, JR R	
LOGISTICS MANAGEMENT SPECIALIST					
XP	131A00	51421P	809594526	DOVYROBERT J	
LOGISTICS MANAGEMENT SPECIALIST					
XP	131A00	51421R	318463454	XAV	
AIRCRAFT OPERATIONS OFFICER					
DOC	135A21	51421R	327844636	XOY	
MAINTENANCE COORDINATOR (AIRCRAFT)					
410MFLNC Sudo					

ORGANIZATION: 410MFLND

NAME	Si
CUCLATT DOUGLAS J	
REYHOR WILLIAM L	
ZEHIMAND PATRICK	

Control Register

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NUM

OR

Drag the Position Title data object from the report into the blank cell.

Drag the Position Title data object from the data map on the left of the screen into the blank cell.

You can create multiple rows of data for each employee in this manner. Follow the steps for each of the data objects in the report and then format the report as desired.